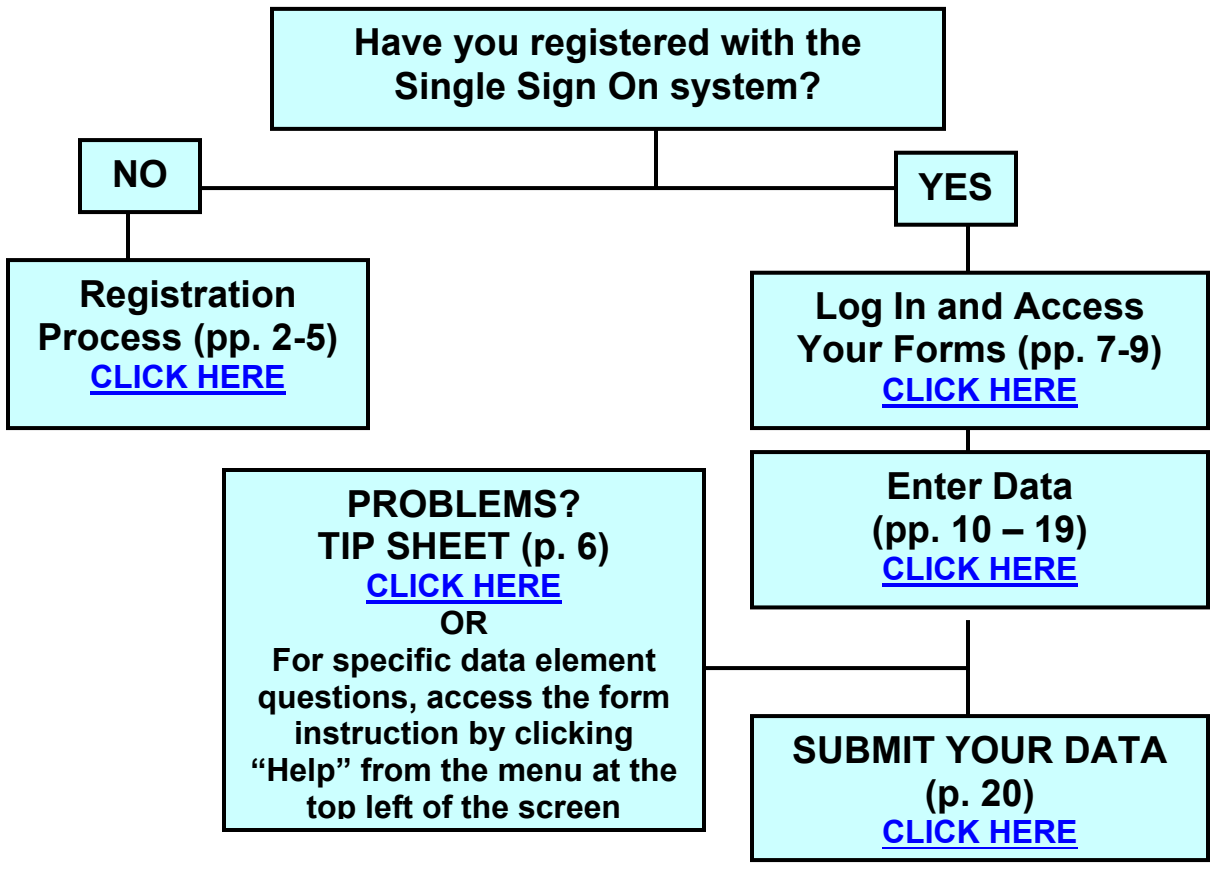
EIA-860 INTERNET DATA COLLECTION USER GUIDE

INTRODUCTION

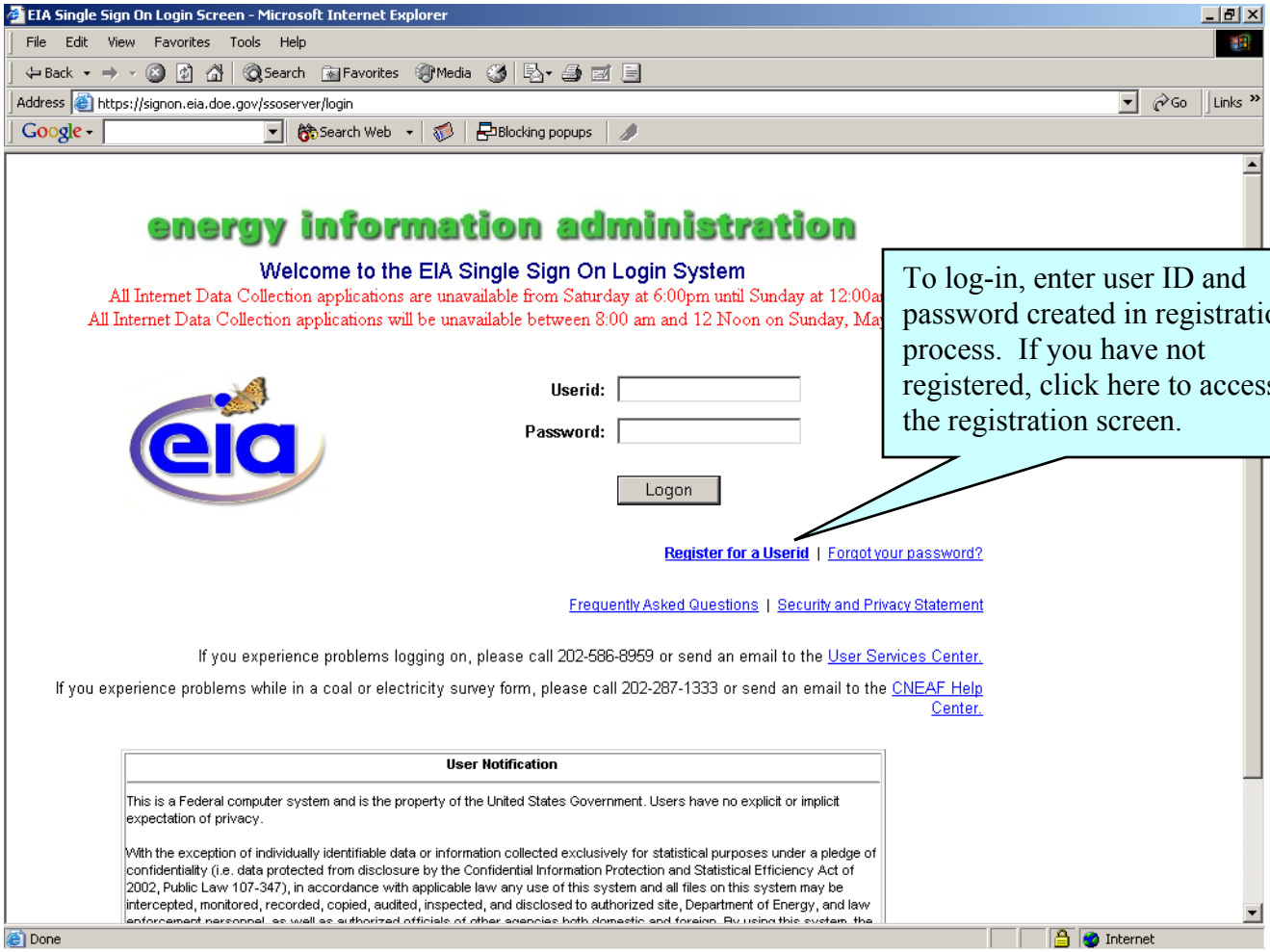
The Energy Information Administration (EIA) instituted an online data collection system, known as the Single Sign-On system, for its electric power surveys in 2001. The goal of the online data collection system is to provide an efficient, accurate, and secure method for respondents to complete and submit data directly to the EIA. An important feature of the Single Sign-On system is the ability for respondents to access multiple survey forms using one convenient set of credentials. In addition, the online collection system informs the respondent of data discrepancies and other important information immediately on-screen, significantly reducing data discrepancy phone calls and greatly improving the accuracy and timeliness of data submissions. The online system also includes built in edit checks and provides feedback identifying the specific schedule, part, and line number of the data in question. This guide will help you register, sign-on, and enter your data into the online system.

ABOUT THIS GUIDE

The following chart will direct you through the steps covered in this guide

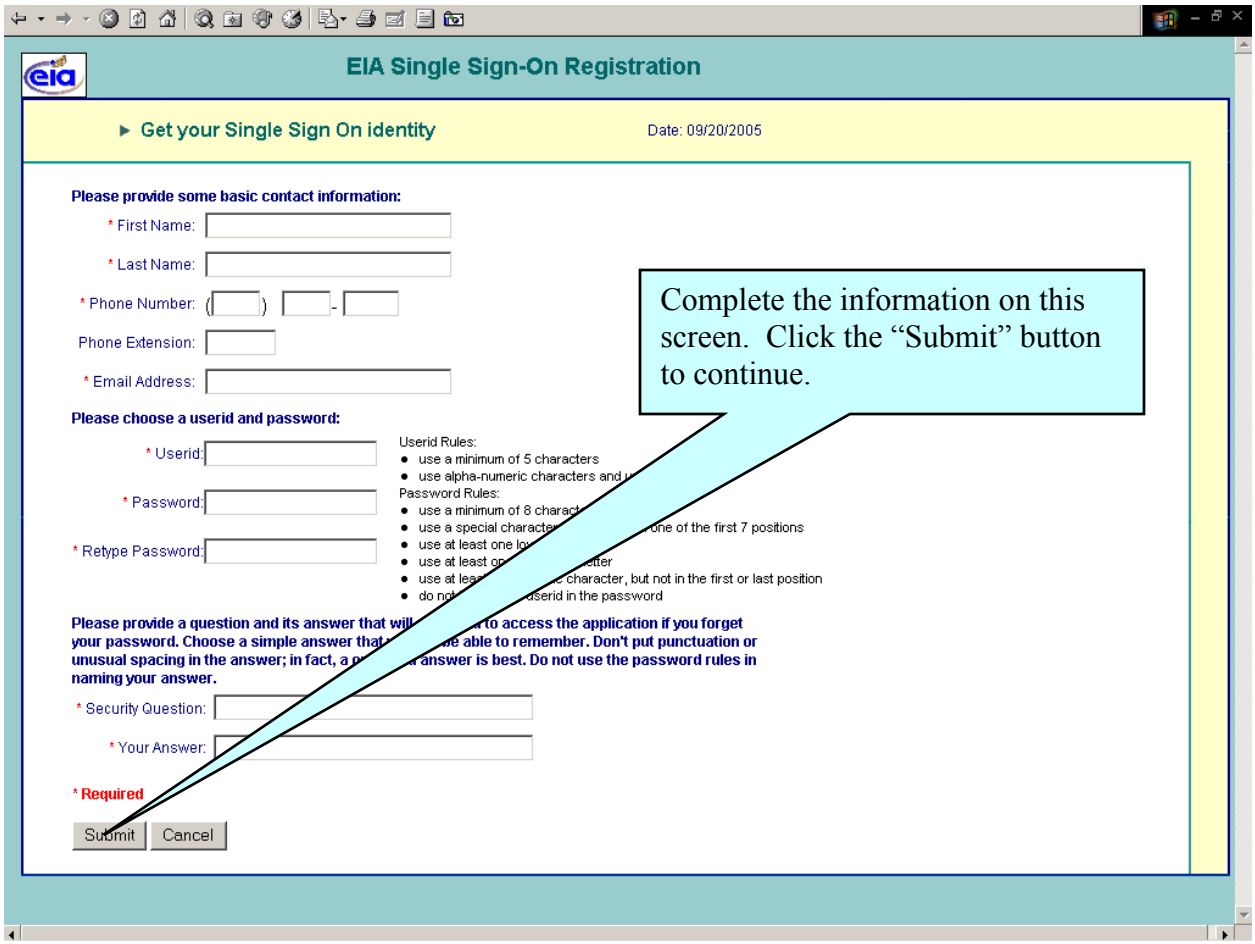


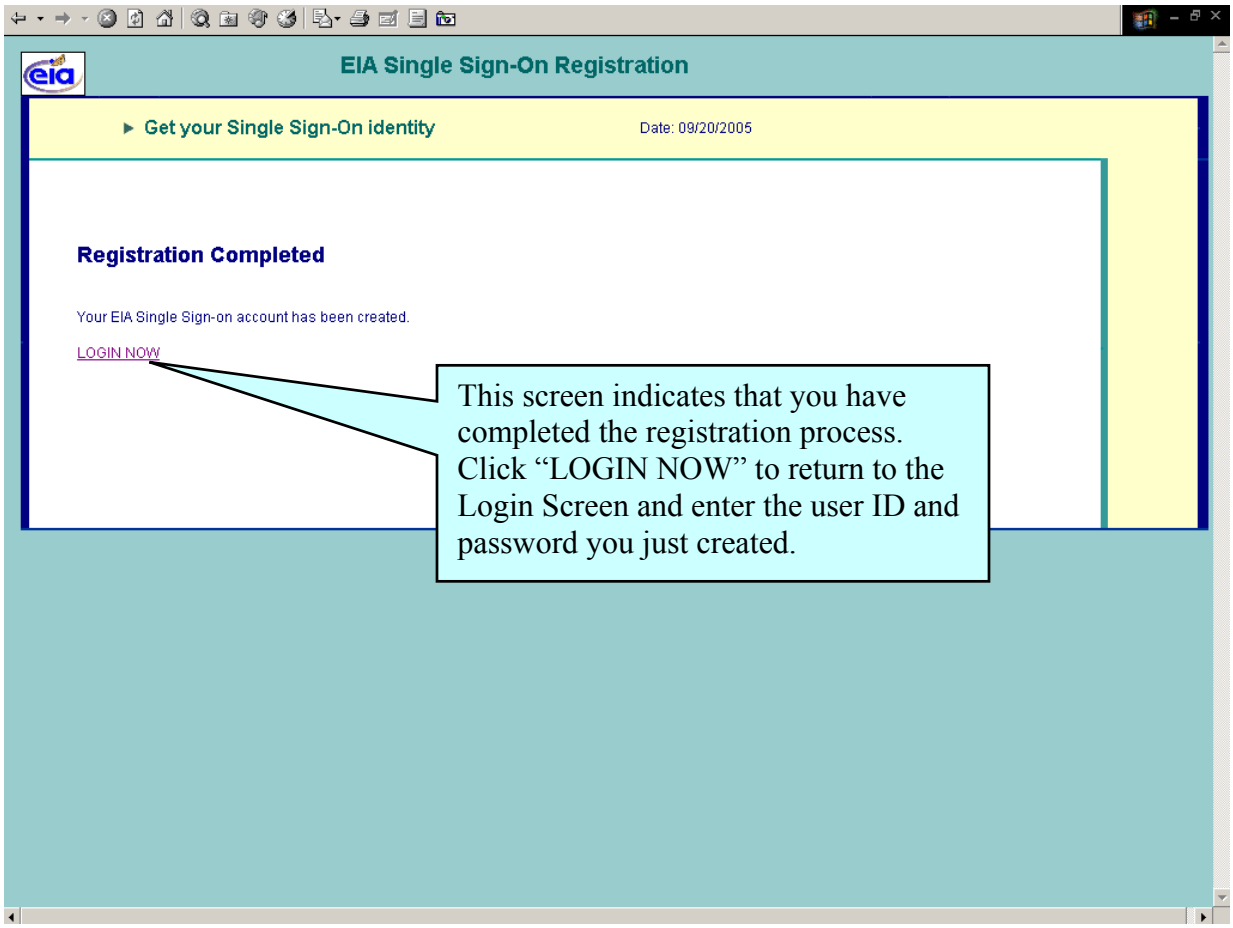
REGISTERING WITH SINGLE SIGN ON

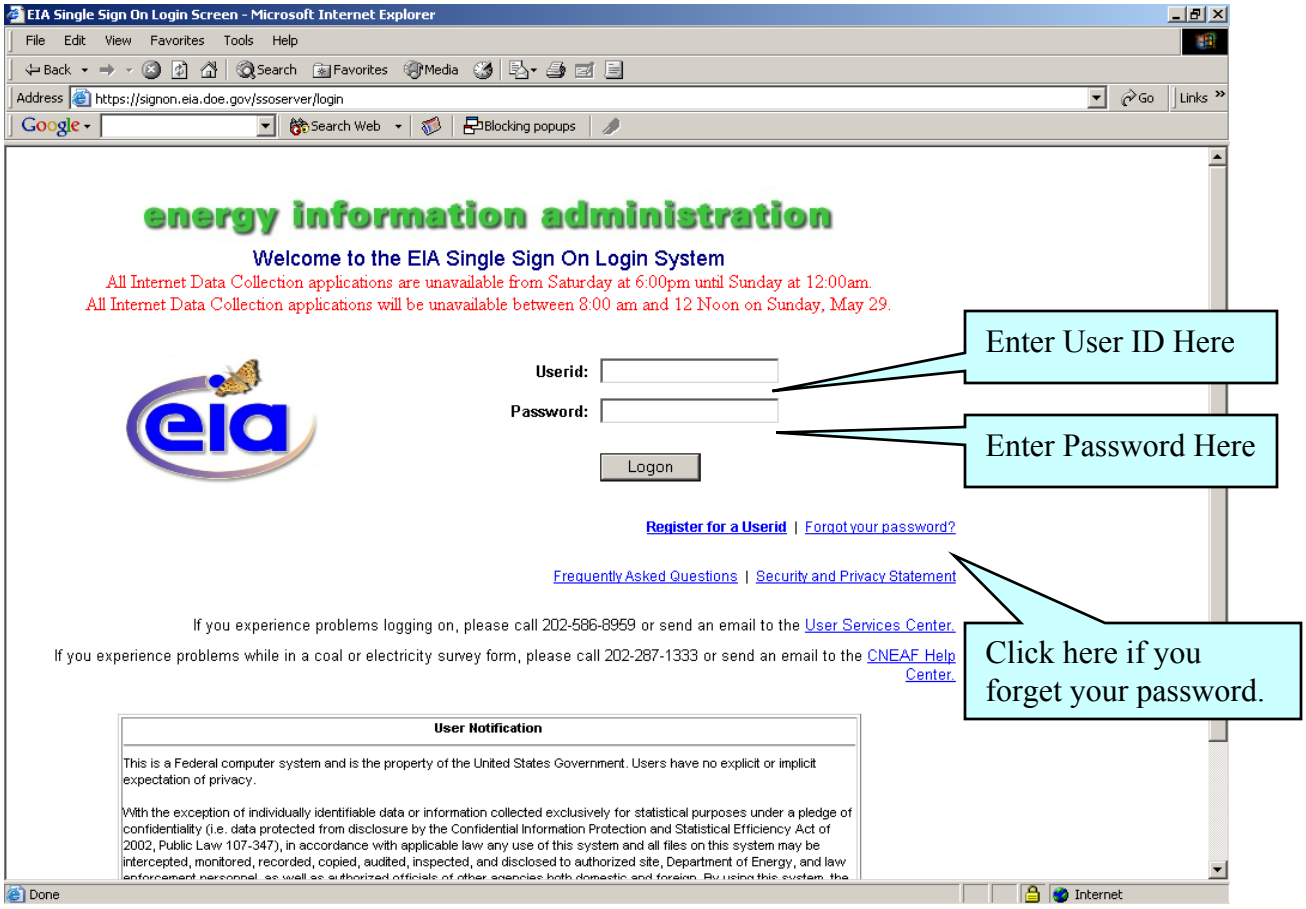


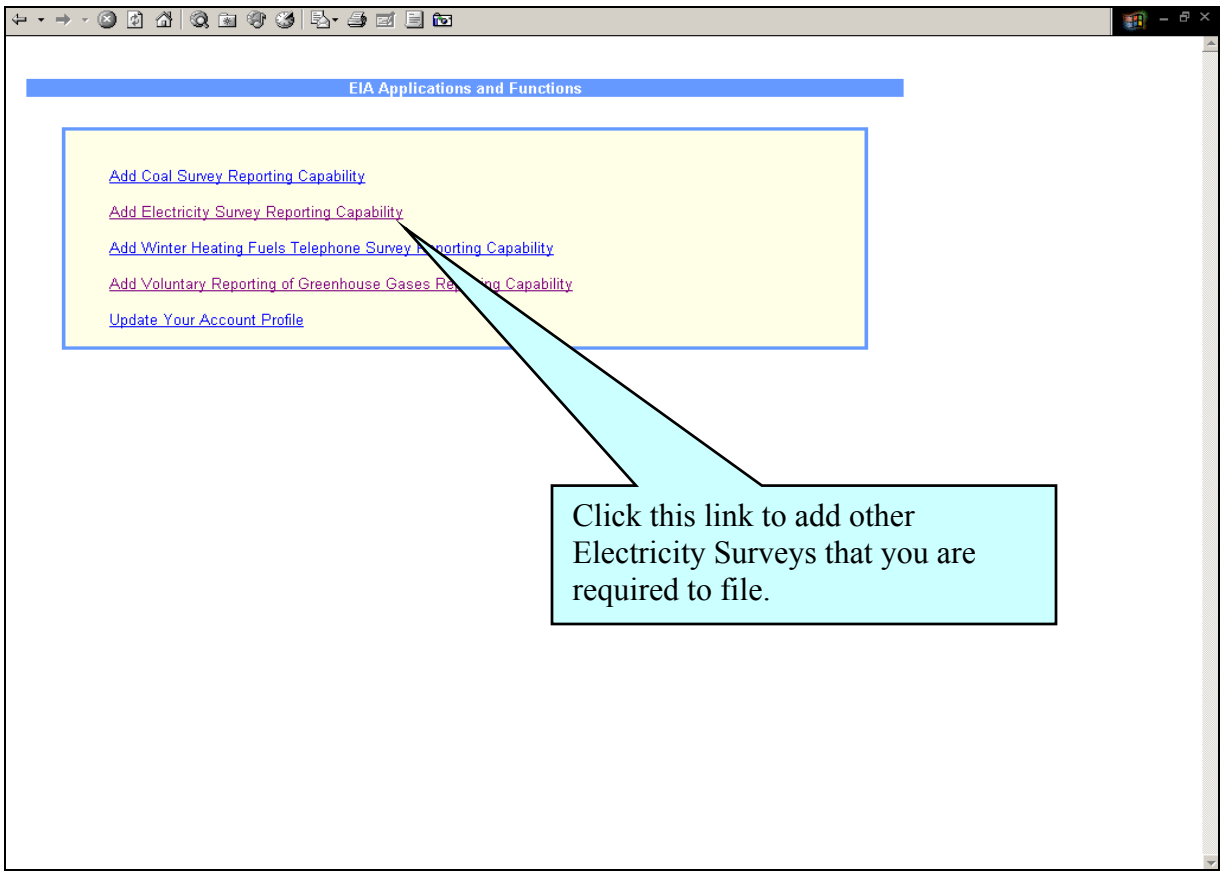
To log-in, enter user ID and password created in registration process. If you have not registered, click here to access the registration screen.

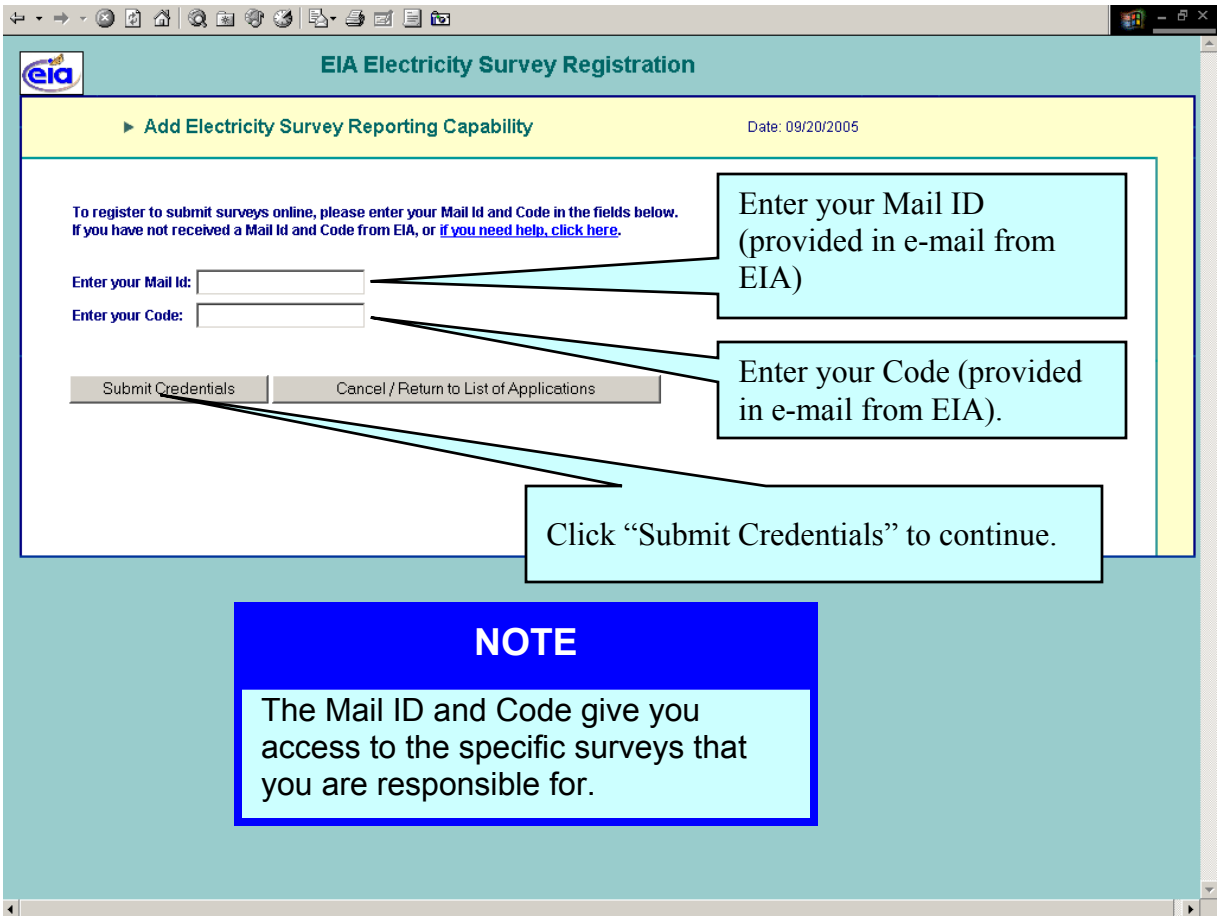
NEXT PAGE


EIA Single Sign-On Registration
Get your Single Sign On identity
Date: 09/20/2005
Please provide some basic contact information:
* First Name:
* Last Name:
* Phone Number:
Phone Extension:
* Email Address:
Please choose a userid and password:
* Userid:
* Password:
* Retype Password:
Userid Rules:
use a minimum of 5 characters
Password Rules:
Please provide a question and its answer that will
to access the application if you forget
your password. Choose a simple answer that
be able to remember. Don't put punctuation or
unusual spacing in the answer; in fact, a
answer is best. Do not use the password rules in
naming your answer.
* Security Question:
* Your Answer:
* Required
Submit
Cancel
Complete the information on this screen. Click the "Submit" button to continue.


EIA Single Sign-On Registration
Get your Single Sign-On identity
Date: 09/20/2005
Registration Completed
Your EIA Single Sign-on account has been created.
LOGIN NOW
This screen indicates that you have completed the registration process. Click "LOGIN NOW" to return to the Login Screen and enter the user ID and password you just created.


EIA Single Sign On Login Screen - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address https://signon.eia.doe.gov/ssoserver/login
energy information administration
Welcome to the EIA Single Sign On Login System
All Internet Data Collection applications are unavailable from Saturday at 6:00pm until Sunday at 12:00am.
All Internet Data Collection applications will be unavailable between 8:00 am and 12 Noon on Sunday, May 29.
Userid:
Password:
Logon
Register for a Userid | Forgot your password?
Frequently Asked Questions | Security and Privacy Statement
If you experience problems logging on, please call 202-586-8959 or send an email to the User Services Center.
If you experience problems while in a coal or electricity survey form, please call 202-287-1333 or send an email to the CNEAF Help Center.
User Notification
This is a Federal computer system and is the property of the United States Government. Users have no explicit or implicit expectation of privacy.
With the exception of individually identifiable data or information collected exclusively for statistical purposes under a pledge of confidentiality (i.e. data protected from disclosure by the Confidential Information Protection and Statistical Efficiency Act of 2002, Public Law 107-347), in accordance with applicable law any use of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law
Done
Internet
Enter User ID Here
Enter Password Here
Click here if you forget your password.


EIA Applications and Functions
Add Coal Survey Reporting Capability
Add Electricity Survey Reporting Capability
Add Winter Heating Fuels Telephone Survey Reporting Capability
Add Voluntary Reporting of Greenhouse Gases Reporting Capability
Update Your Account Profile
Click this link to add other Electricity Surveys that you are required to file.


EIA Electricity Survey Registration
Add Electricity Survey Reporting Capability
Date: 09/20/2005
To register to submit surveys online, please enter your Mail Id and Code in the fields below.
If you have not received a Mail Id and Code from EIA, or if you need help, click here.
Enter your Mail Id:
Enter your Code:
Submit Credentials
Cancel / Return to List of Applications
Enter your Mail ID (provided in e-mail from EIA)
Enter your Code (provided in e-mail from EIA).
Click "Submit Credentials" to continue.
NOTE
The Mail ID and Code give you access to the specific surveys that you are responsible for.

EIA-860 TIP SHEET

I. Schedule 3B, Line 2 and Schedule 3D, Line 2, "Net Capacity":

DO NOT introduce factors such as availability of energy sources and constraints on transmission when determining the summer capacity and winter capacity to be reported on Form EIA-860. For generators that are out of service for an extended period, on standby, have no generation or no test results for the respective peak periods of the data year, report the estimated capacities based on historical performance as follows: for net summer capacity and net winter capacity of generators that fall into either of the prior mentioned categories, report the capacity of the generator that is generally achievable during the period of June through September and December through March, respectively, based on historical performance or report the best estimate of the capacity that could be achieved if the generator were operated during the respective summer and winter periods.

II. Schedule 3B, Line 8, Schedule 3D, Line 7, Schedule 3E, Line 2, "Combined Heat and Power":

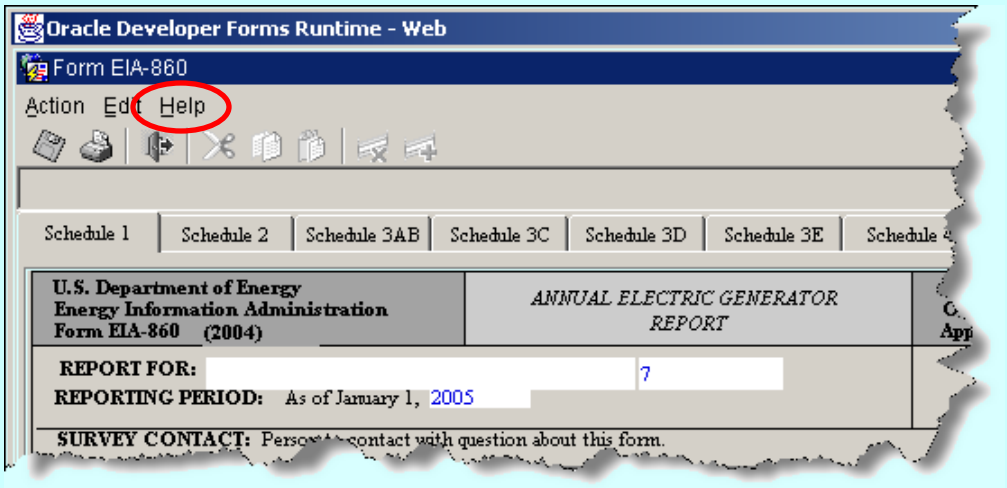
A generator is considered to be a combined heat and power (CHP) generator if the heat or steam from the prime mover (e.g., engine, turbine) or boiler is used to drive a generator to produce electricity and is also used for another process such as heating a building, operating machinery, or other industrial process. Producing electricity can be either the primary or secondary objective of the process. Steam that is captured after it passes through the turbine and is then used for heating or perhaps sent to an outside customer is an example of a CHP generator. Likewise, waste heat that is recovered from a boiler that produces steam to run machinery and then redirected to provide electricity is also an example of a CHP generator.

III. All Schedules: Data Elements Blocked from Update

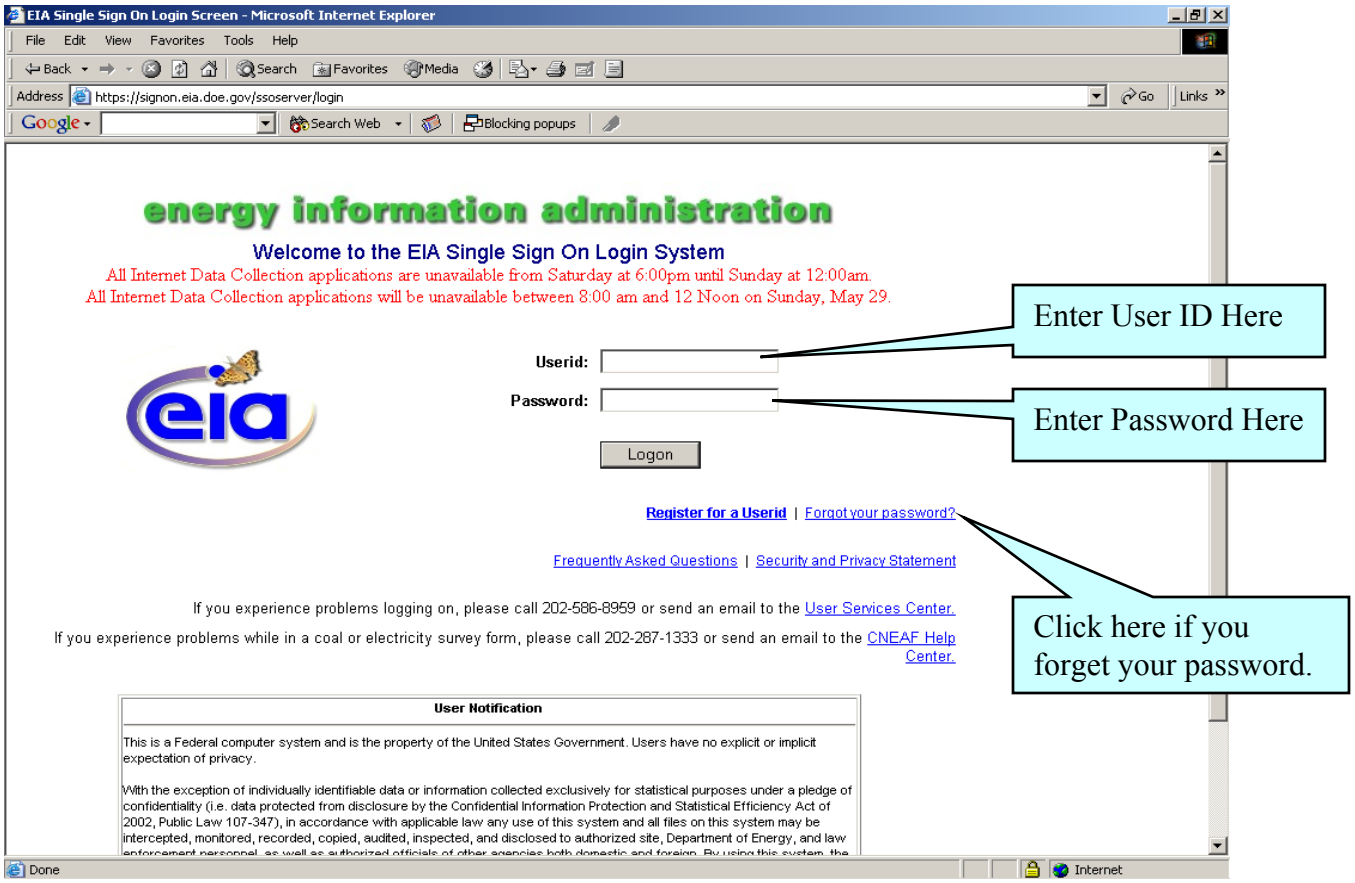
In the event that a blocked data element requires updating, i.e. grayed data fields, drop down lists, or any other data field that cannot be changed on screen, provide the updated information in Schedule 6, "Footnotes" and include the location of the update using Schedule, Part, and line number (if any) for reference.

IV. Survey Instructions

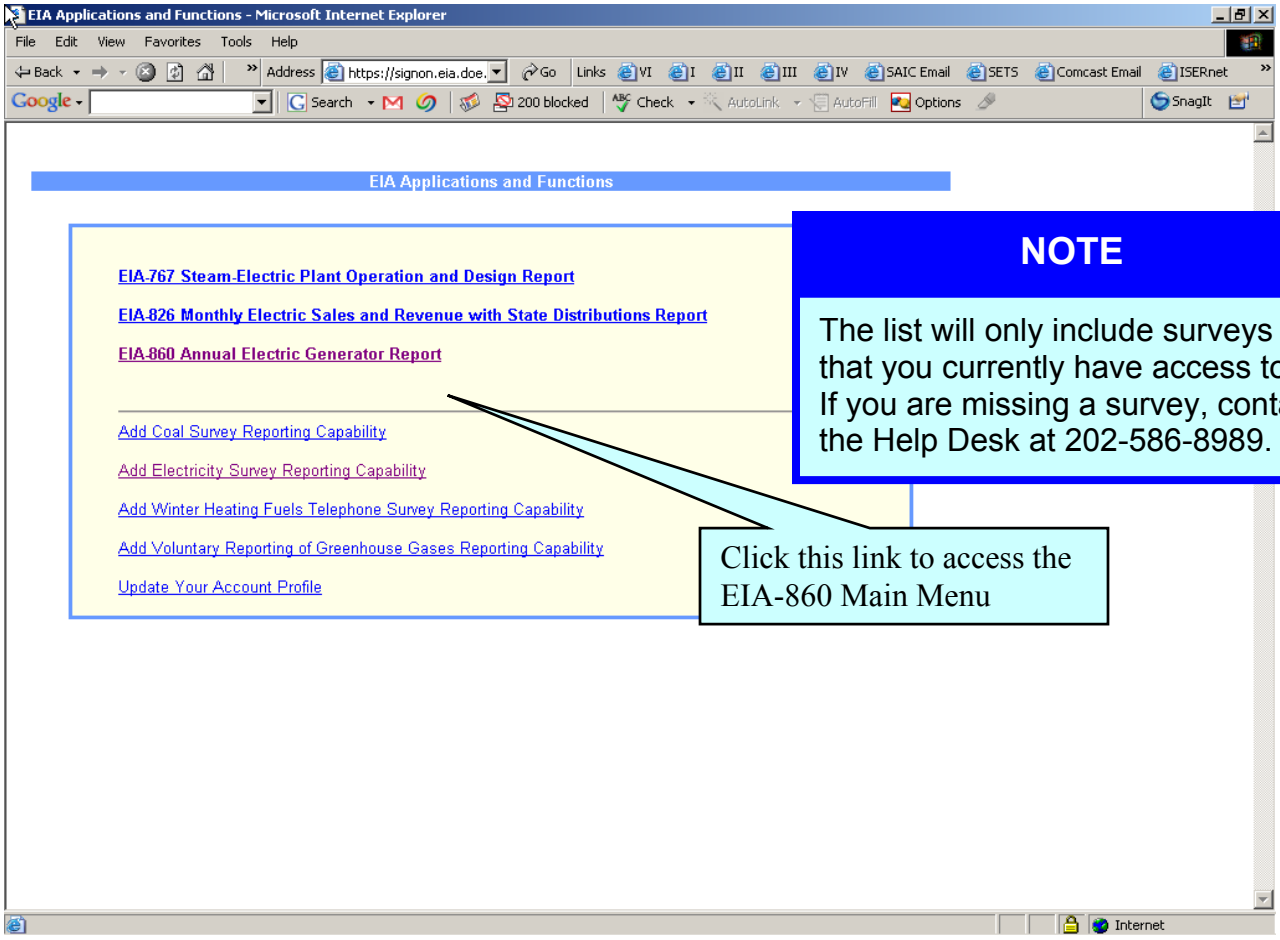
For questions regarding specific EIA-860 data fields please refer to the survey instructions. You can access the instructions from any screen by clicking "Help" from the menu at the top left of the screen (see illustration below).

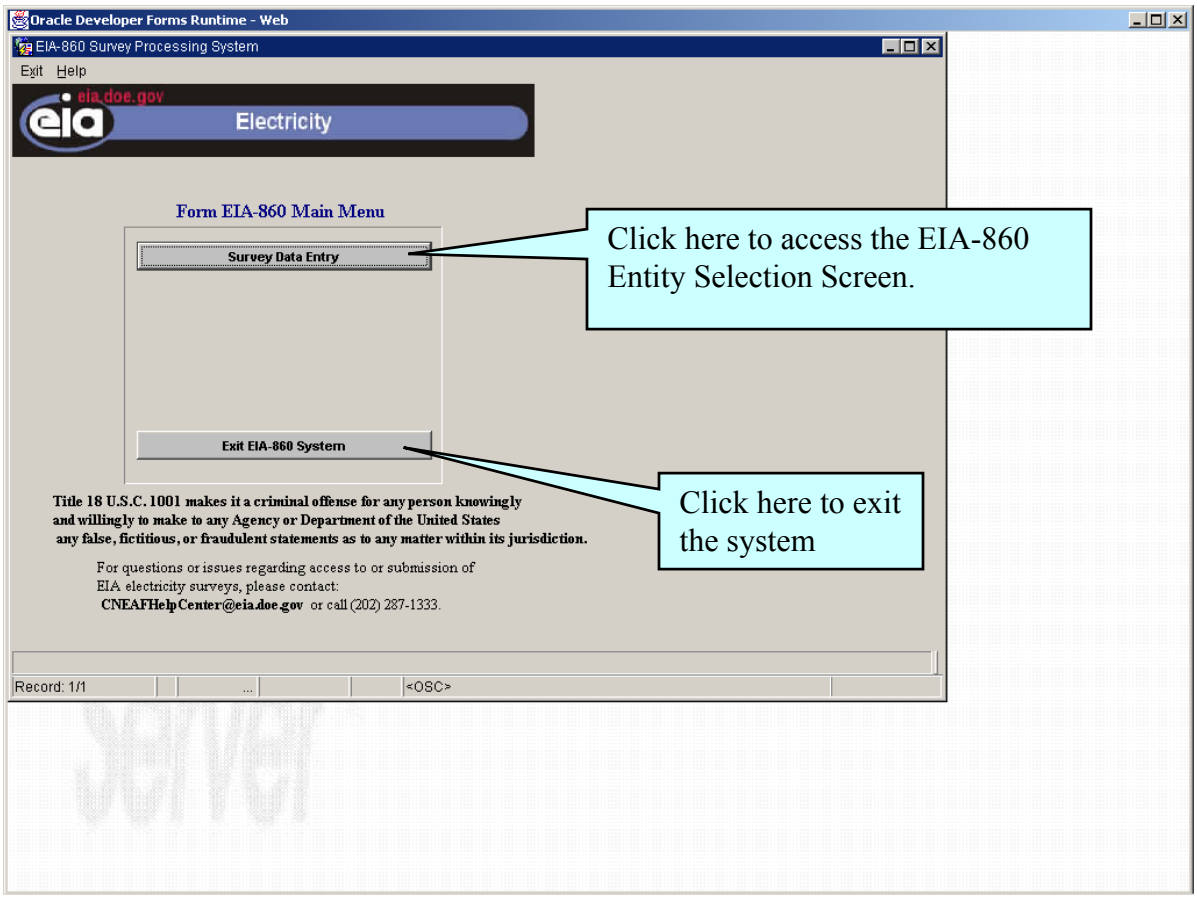


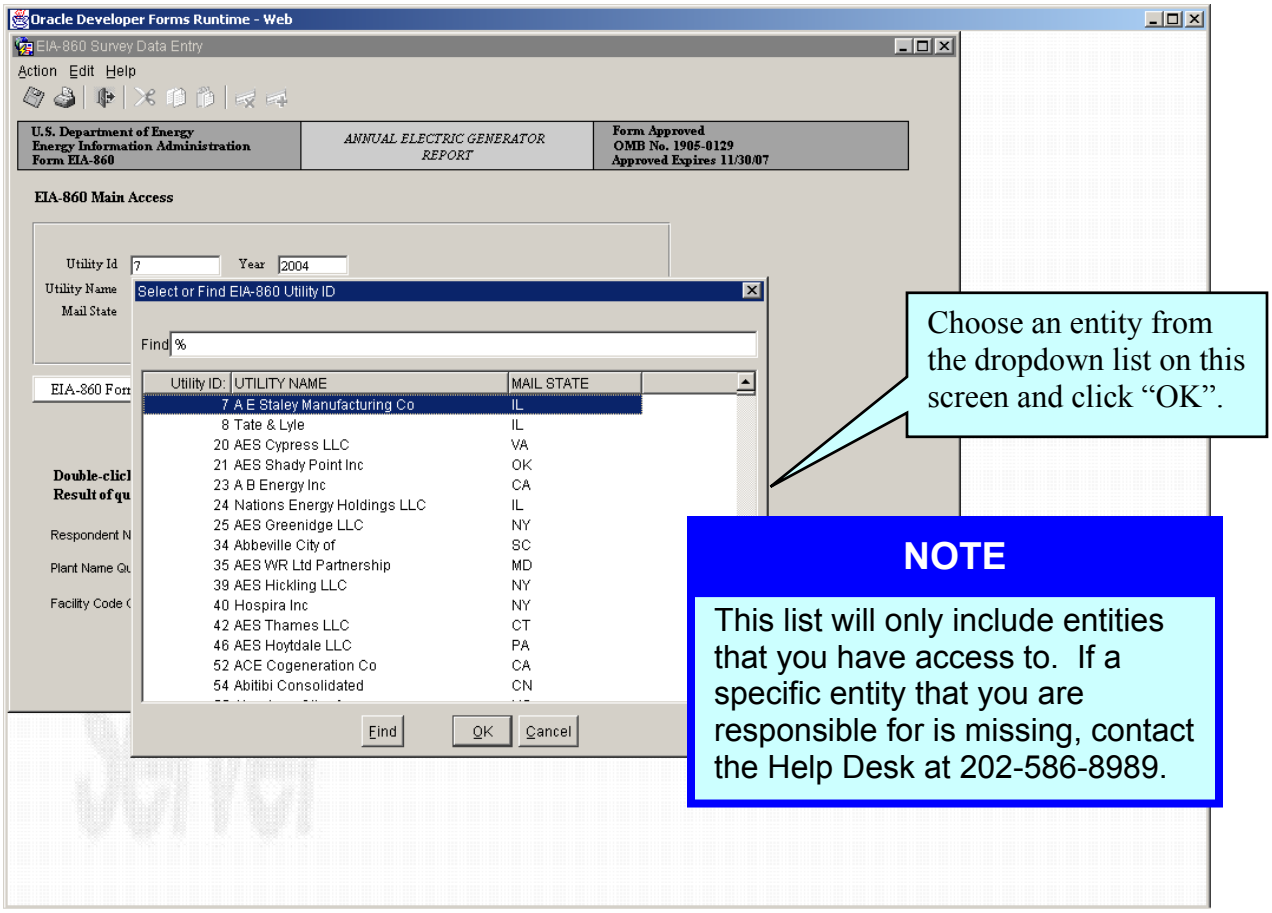
LOGGING IN TO THE SYSTEM

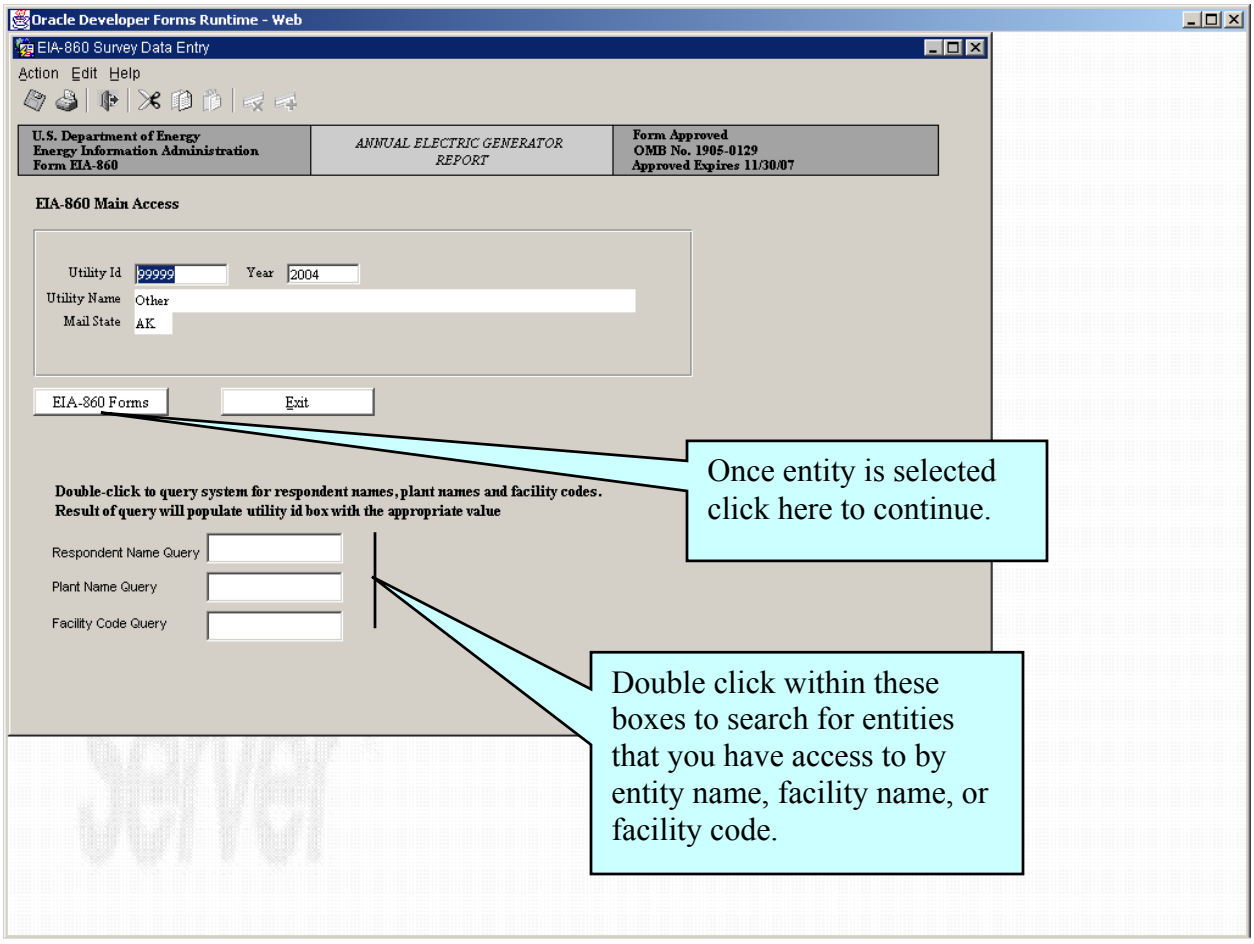


NEXT PAGE

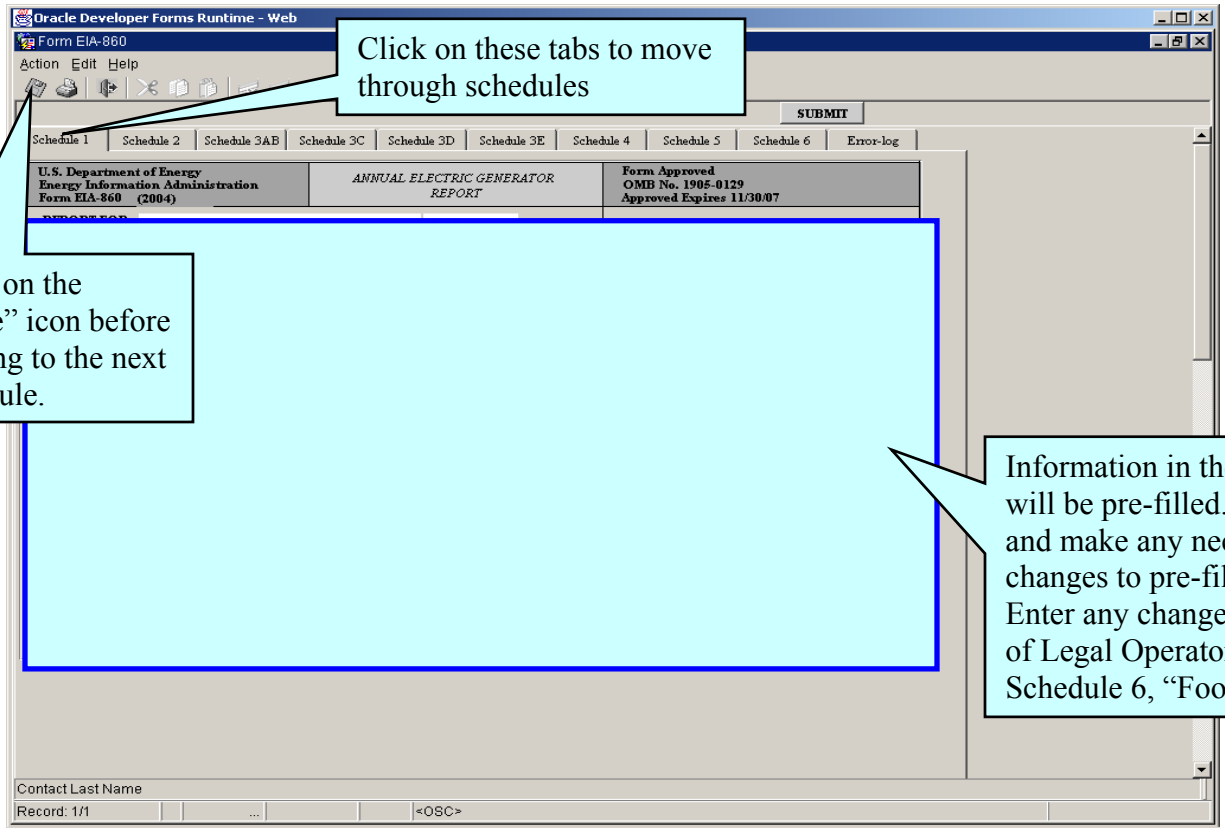

EIA Applications and Functions - Microsoft Internet Explorer
EIA Applications and Functions
EIA-767 Steam-Electric Plant Operation and Design Report
EIA-826 Monthly Electric Sales and Revenue with State Distributions Report
EIA-860 Annual Electric Generator Report
Add Coal Survey Reporting Capability
Add Electricity Survey Reporting Capability
Add Winter Heating Fuels Telephone Survey Reporting Capability
Add Voluntary Reporting of Greenhouse Gases Reporting Capability
Update Your Account Profile
NOTE
The list will only include surveys that you currently have access to. If you are missing a survey, contact the Help Desk at 202-586-8989.
Click this link to access the EIA-860 Main Menu


Oracle Developer Forms Runtime - Web
EIA-860 Survey Processing System
Exit Help
eia.doe.gov
Electricity
Form EIA-860 Main Menu
Survey Data Entry
Exit EIA-860 System
Title 18 U.S.C. 1001 makes it a criminal offense for any person knowingly and willingly to make to any Agency or Department of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.
For questions or issues regarding access to or submission of EIA electricity surveys, please contact:
CNEAFHelpCenter@eia.doe.gov or call (202) 287-1333.
Record: 1/1
<OSC>
Click here to access the EIA-860 Entity Selection Screen.
Click here to exit the system


Oracle Developer Forms Runtime - Web
EIA-860 Survey Data Entry
Action Edit Help
U.S. Department of Energy
Energy Information Administration
Form EIA-860
ANNUAL ELECTRIC GENERATOR REPORT
Form Approved
OMB No. 1905-0129
Approved Expires 11/30/07
EIA-860 Main Access
Utility Id 7
Year 2004
Utility Name
Mail State
Select or Find EIA-860 Utility ID
Find %
Utility ID: UTILITY NAME MAIL STATE
7 A E Staley Manufacturing Co IL
8 Tate & Lyle IL
20 AES Cypress LLC VA
21 AES Shady Point Inc OK
23 A B Energy Inc CA
24 Nations Energy Holdings LLC IL
25 AES Greenidge LLC NY
34 Abbeville City of SC
35 AES WR Ltd Partnership MD
39 AES Hickling LLC NY
40 Hospira Inc NY
42 AES Thames LLC CT
46 AES Hoytdale LLC PA
52 ACE Cogeneration Co CA
54 Abitibi Consolidated CN
Find
OK
Cancel
Choose an entity from the dropdown list on this screen and click "OK".
NOTE
This list will only include entities that you have access to. If a specific entity that you are responsible for is missing, contact the Help Desk at 202-586-8989.


Oracle Developer Forms Runtime - Web
EIA-860 Survey Data Entry
Action Edit Help
U.S. Department of Energy
Energy Information Administration
Form EIA-860
ANNUAL ELECTRIC GENERATOR REPORT
Form Approved
OMB No. 1905-0129
Approved Expires 11/30/07
EIA-860 Main Access
Utility Id 99999
Year 2004
Utility Name Other
Mail State AK
EIA-860 Forms
Exit
Double-click to query system for respondent names, plant names and facility codes.
Result of query will populate utility id box with the appropriate value
Respondent Name Query
Plant Name Query
Facility Code Query
Once entity is selected click here to continue.
Double click within these boxes to search for entities that you have access to by entity name, facility name, or facility code.

SCHEDULE 1 "General Information"

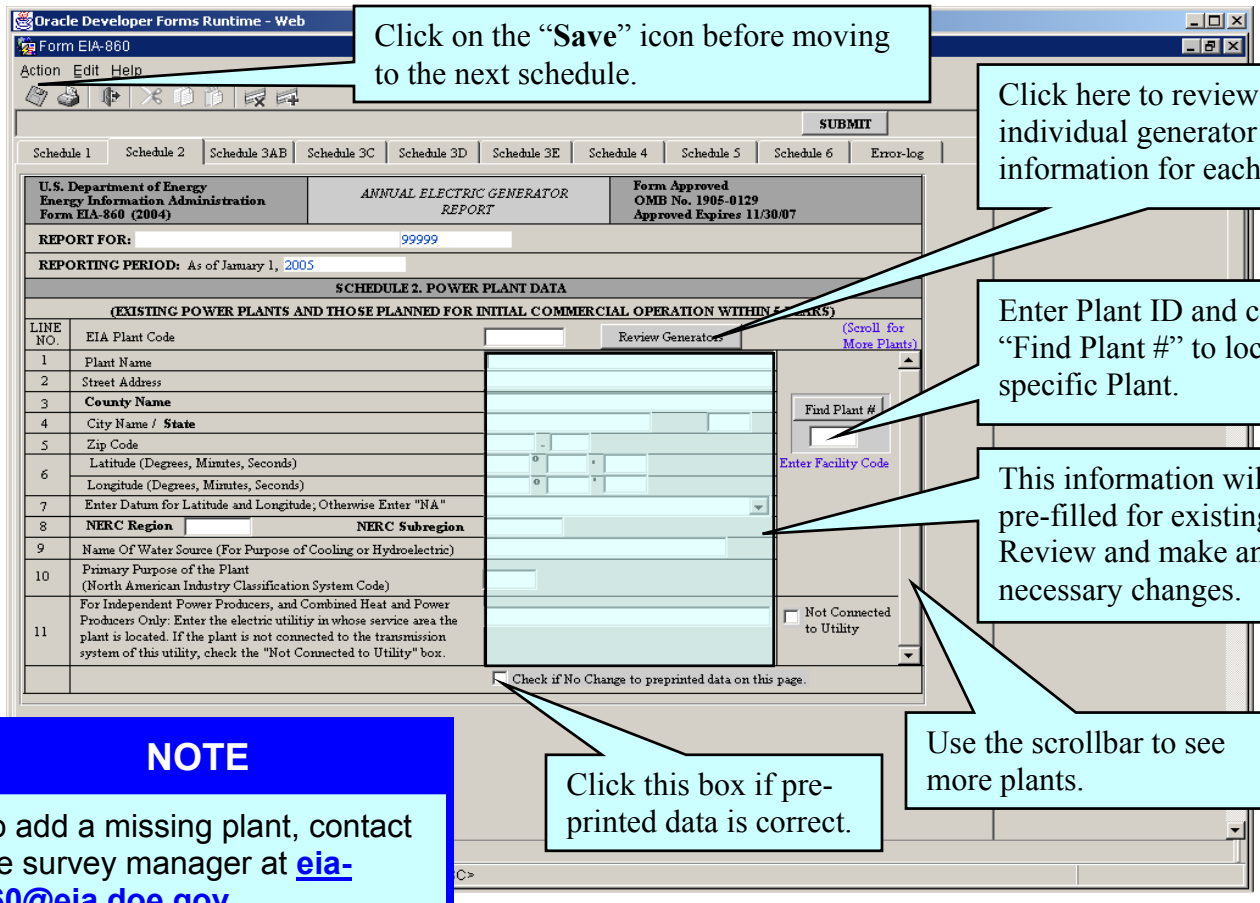


Click on these tabs to move through schedules

Click on the "**Save**" icon before moving to the next schedule.

Information in these fields will be pre-filled. Review and make any necessary changes to pre-filled fields. Enter any changes to "Name of Legal Operator" in Schedule 6, "Footnotes".

SCHEDULE 2 "Power Plant Data"



Click on the "**Save**" icon before moving to the next schedule.

Click here to review individual generator information for each plant.

Enter Plant ID and click "Find Plant #" to locate a specific Plant.

This information will be pre-filled for existing plants. Review and make any necessary changes.

Use the scrollbar to see more plants.

Click this box if pre-printed data is correct.

NOTE

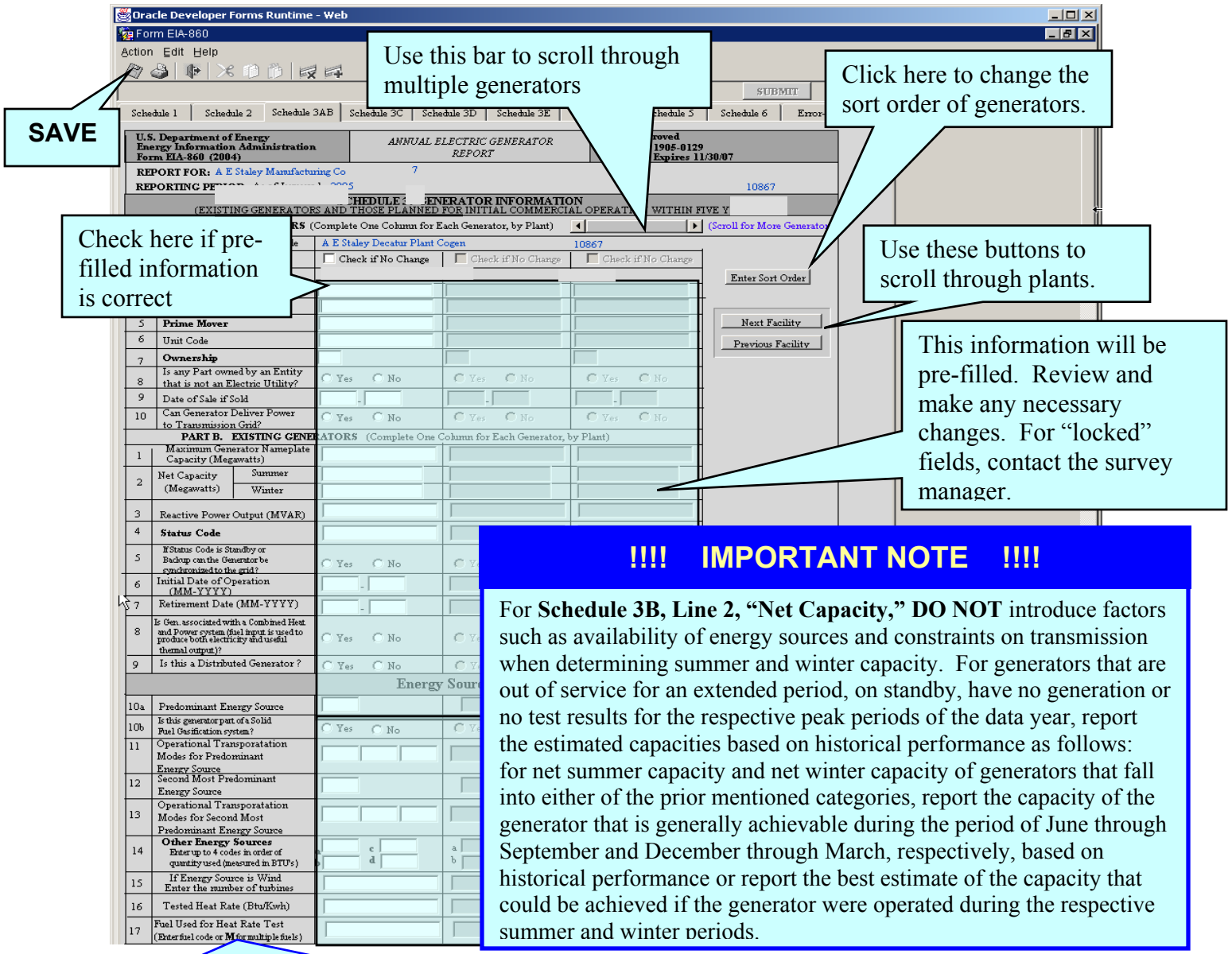
To add a missing plant, contact the survey manager at eia-860@eia.doe.gov

SCHEDULE 3 Part A "Generators", Part B "Existing Generators", and Energy Sources

NOTE ON REACTIVE POWER (PART B LINE 3)

This is the reactive power capacity of the generator. Reactive power establishes and sustains the electric and magnetic fields of alternating-current equipment. Reactive power is equal to the vector difference between the apparent power and the real power. The following may be useful as a guideline:

If the power factor is 0.8, then the reactive power capacity is 0.75 * Nameplate rating.
If the power factor is 0.85, then the reactive power capacity is 0.62 * Nameplate rating.
If the power factor is 0.9, then the reactive power capacity is 0.48 * Nameplate rating.



!!!! IMPORTANT NOTE !!!!

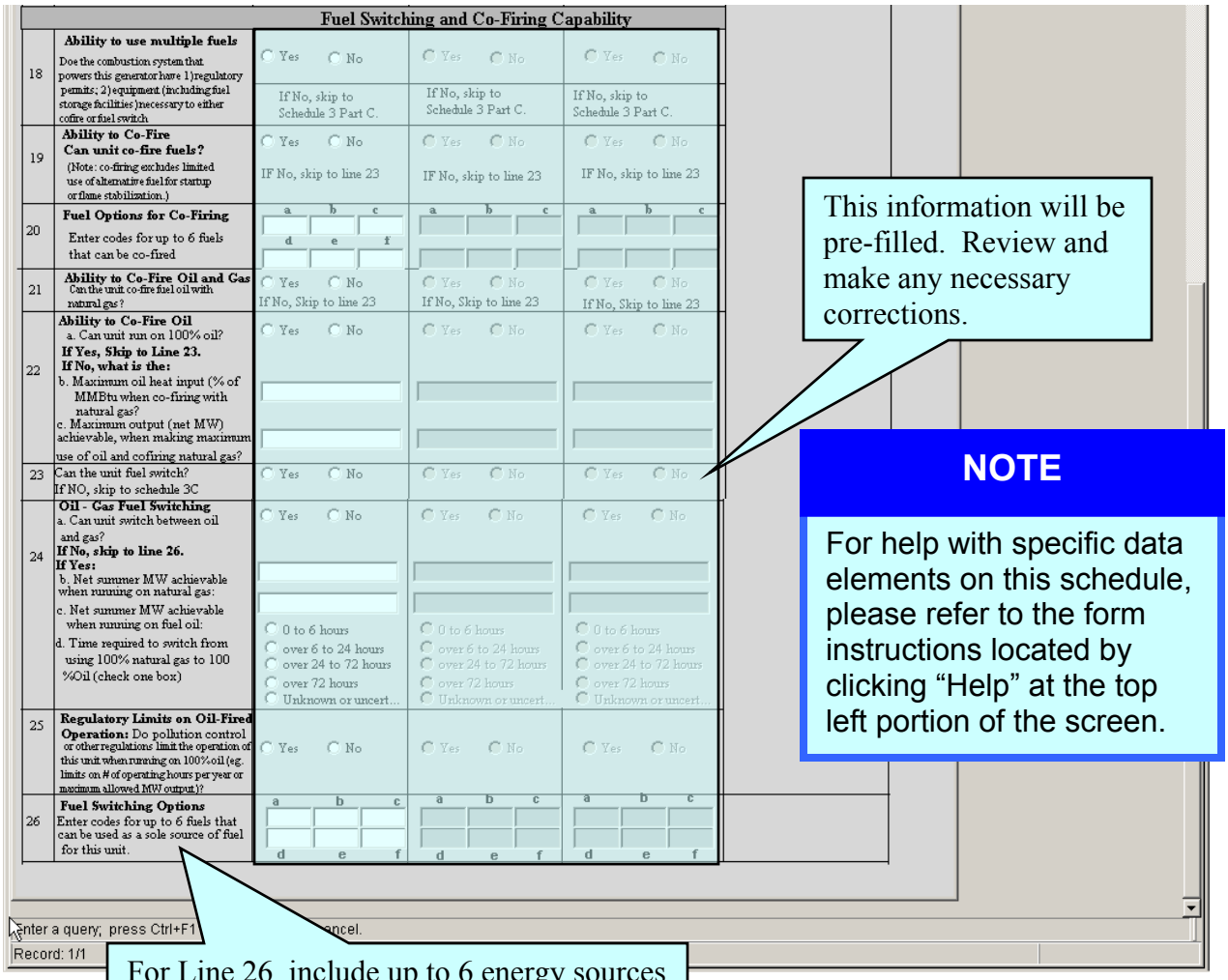
For **Schedule 3B, Line 2, "Net Capacity," DO NOT** introduce factors such as availability of energy sources and constraints on transmission when determining summer and winter capacity. For generators that are out of service for an extended period, on standby, have no generation or no test results for the respective peak periods of the data year, report the estimated capacities based on historical performance as follows: for net summer capacity and net winter capacity of generators that fall into either of the prior mentioned categories, report the capacity of the generator that is generally achievable during the period of June through September and December through March, respectively, based on historical performance or report the best estimate of the capacity that could be achieved if the generator were operated during the respective summer and winter periods.

For line 17, **Fuel Used for Heat Rate Test**, enter the fuel code or "M" for multiple fuels. Refer to the energy source codes listed on pages 14 and 15 of the survey instructions (located by clicking "Help" at the top left portion of the screen. For generators driven by turbines using steam that is produced from waste heat or reject heat, report the original energy source used to produce the waste heat (reject heat).

NOTE

For help with specific data elements on this schedule, please refer to the form instructions located by clicking "Help" at the top left portion of the screen.

SCHEDULE 3 (Con't) Fuel Switching and Co-Firing Capability



This information will be pre-filled. Review and make any necessary corrections.

NOTE

For help with specific data elements on this schedule, please refer to the form instructions located by clicking "Help" at the top left portion of the screen.

For Line 26, include up to 6 energy sources that may be used as the sole energy source, including the Most Predominant and Second Most Predominant Energy Sources, if each of them can be used as the sole energy source to power to generator.

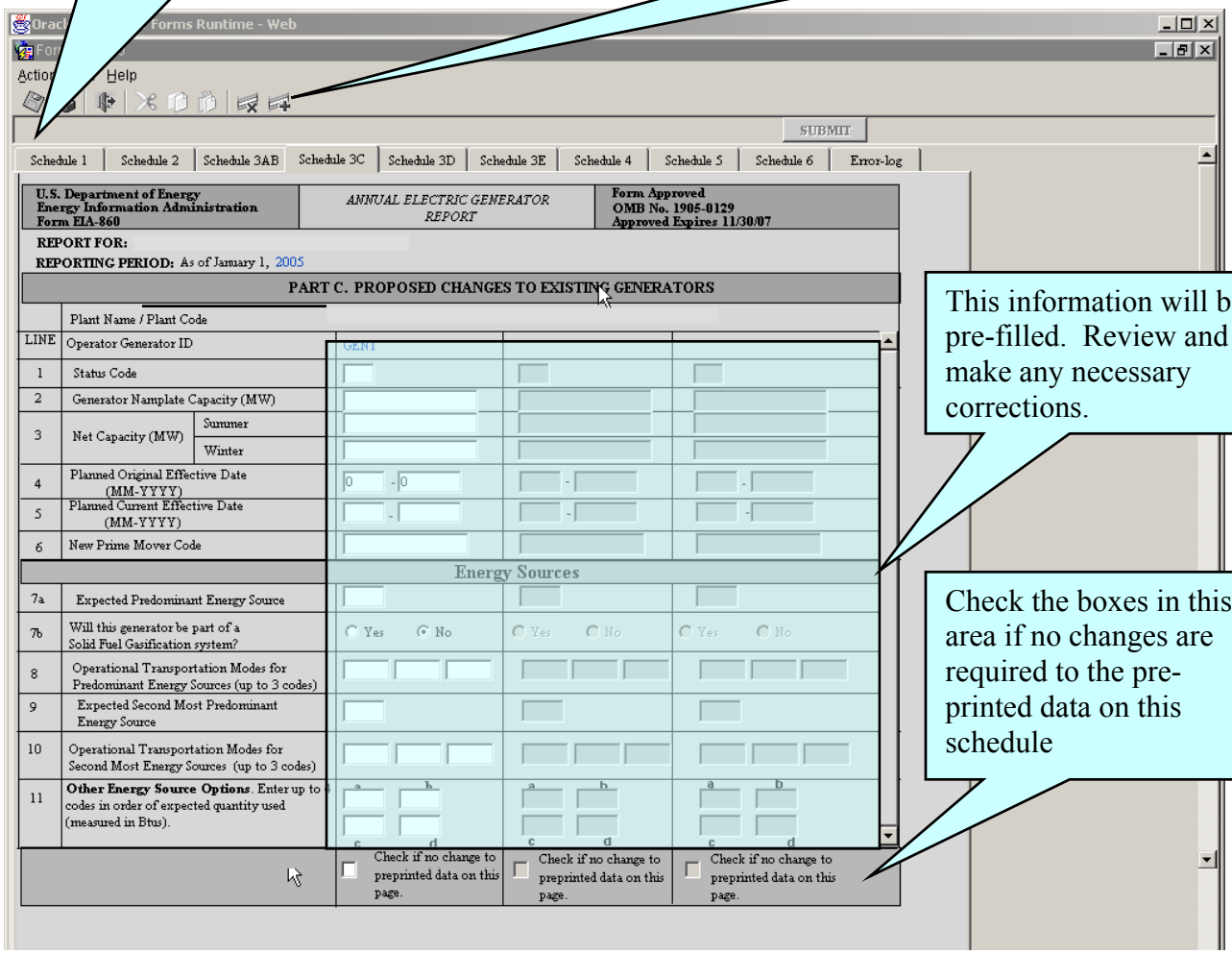
SCHEDULE 3 Part C "Proposed Changes to Existing Generators"

NOTE

Proposed changes include retirements, re-ratings of capability, change of ownership, fuel conversions, repowering, and reactivation of generators. See survey instructions for further details.

Click on the "**Save**" icon before moving to the next schedule.

To add a generator, place the cursor on the last generator column and click on the "Insert" button to add a new column.



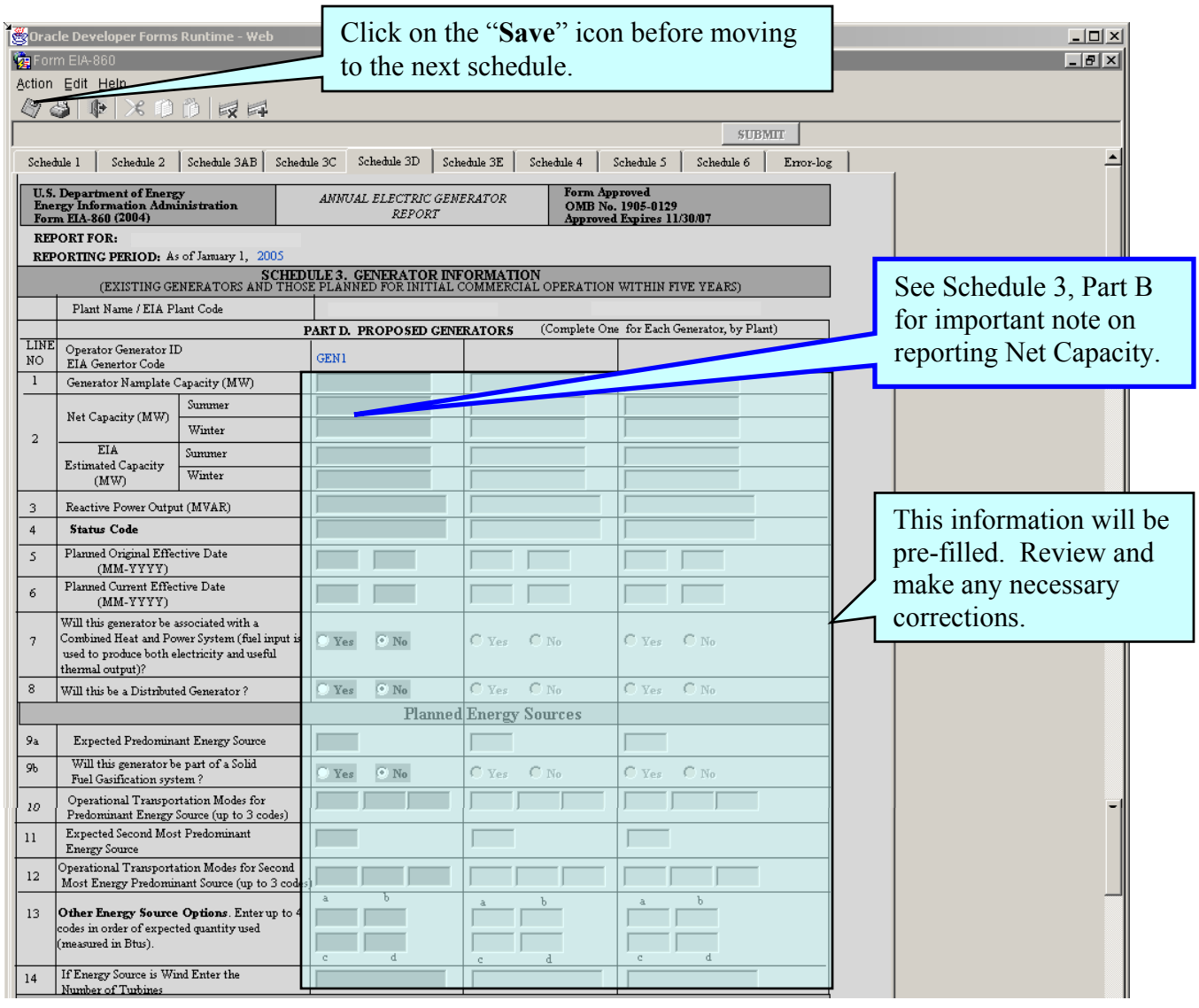
This information will be pre-filled. Review and make any necessary corrections.

Check the boxes in this area if no changes are required to the pre-printed data on this schedule

SCHEDULE 3 Part D "Proposed Generators"

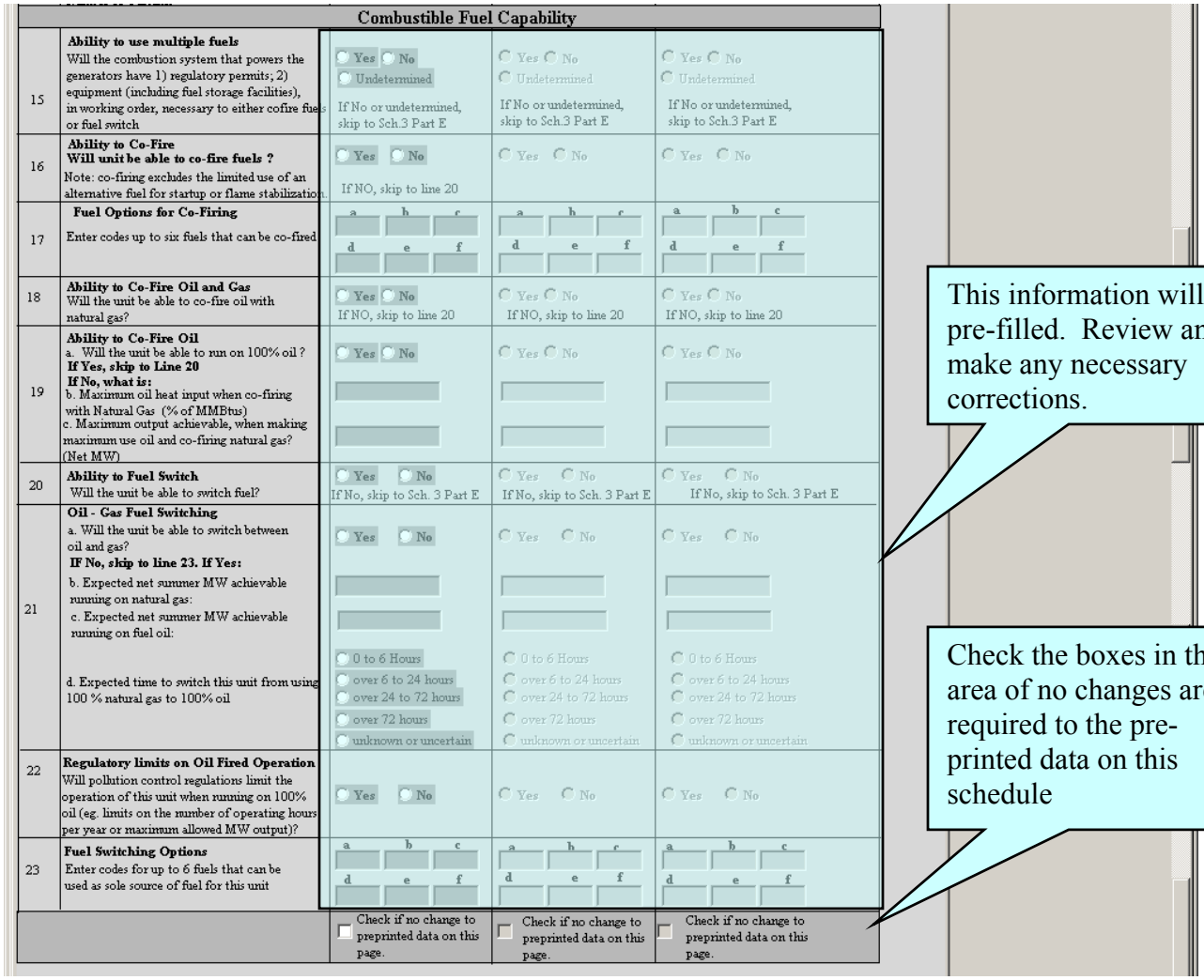
NOTE

If you need to add a new or missing "proposed" generator, first complete Schedule 3, Part A by entering the appropriate data. To add a blank column, click the "add new generator" button located next to Schedule 3, Part B, and then enter the data. Then complete the data in the appropriate column in Schedule 3, Part D.



This schedule continues on next page.

SCHEDULE 3 Part D "Proposed Generators" Continued – "Combustible Fuel Capability"



Combustible Fuel Capability				
15	**Ability to use multiple fuels** Will the combustion system that powers the generators have 1) regulatory permits; 2) equipment (including fuel storage facilities), in working order, necessary to either cofire fuels or fuel switch	Yes No Undetermined If No or undetermined, skip to Sch.3 Part E	Yes No Undetermined If No or undetermined, skip to Sch.3 Part E	Yes No Undetermined If No or undetermined, skip to Sch.3 Part E
16	**Ability to Co-Fire** **Will unit be able to co-fire fuels ?** Note: co-firing excludes the limited use of an alternative fuel for startup or flame stabilization.	Yes No If NO, skip to line 20	Yes No	Yes No
17	**Fuel Options for Co-Firing** Enter codes up to six fuels that can be co-fired	a b c d e f	a b c d e f	a b c d e f
18	**Ability to Co-Fire Oil and Gas** Will the unit be able to co-fire oil with natural gas?	Yes No If NO, skip to line 20	Yes No If NO, skip to line 20	Yes No If NO, skip to line 20
19	**Ability to Co-Fire Oil** a. Will the unit be able to run on 100% oil ? **If Yes, skip to Line 20** **If No, what is:** b. Maximum oil heat input when co-firing with Natural Gas (% of MMBtus) c. Maximum output achievable, when making maximum use oil and co-firing natural gas? (Net MW)	Yes No	Yes No	Yes No
20	**Ability to Fuel Switch** Will the unit be able to switch fuel?	Yes No If No, skip to Sch. 3 Part E	Yes No If No, skip to Sch. 3 Part E	Yes No If No, skip to Sch. 3 Part E
21	**Oil - Gas Fuel Switching** a. Will the unit be able to switch between oil and gas? **IF No, skip to line 23. If Yes:** b. Expected net summer MW achievable running on natural gas: c. Expected net summer MW achievable running on fuel oil: d. Expected time to switch this unit from using 100 % natural gas to 100% oil	Yes No 0 to 6 Hours over 6 to 24 hours over 24 to 72 hours over 72 hours unknown or uncertain	Yes No 0 to 6 Hours over 6 to 24 hours over 24 to 72 hours over 72 hours unknown or uncertain	Yes No 0 to 6 Hours over 6 to 24 hours over 24 to 72 hours over 72 hours unknown or uncertain
22	**Regulatory limits on Oil Fired Operation** Will pollution control regulations limit the operation of this unit when running on 100% oil (eg. limits on the number of operating hours per year or maximum allowed MW output)?	Yes No	Yes No	Yes No
23	**Fuel Switching Options** Enter codes for up to 6 fuels that can be used as sole source of fuel for this unit	a b c d e f	a b c d e f	a b c d e f
		Check if no change to preprinted data on this page.	Check if no change to preprinted data on this page.	Check if no change to preprinted data on this page.

This information will be pre-filled. Review and make any necessary corrections.

Check the boxes in this area of no changes are required to the pre-printed data on this schedule

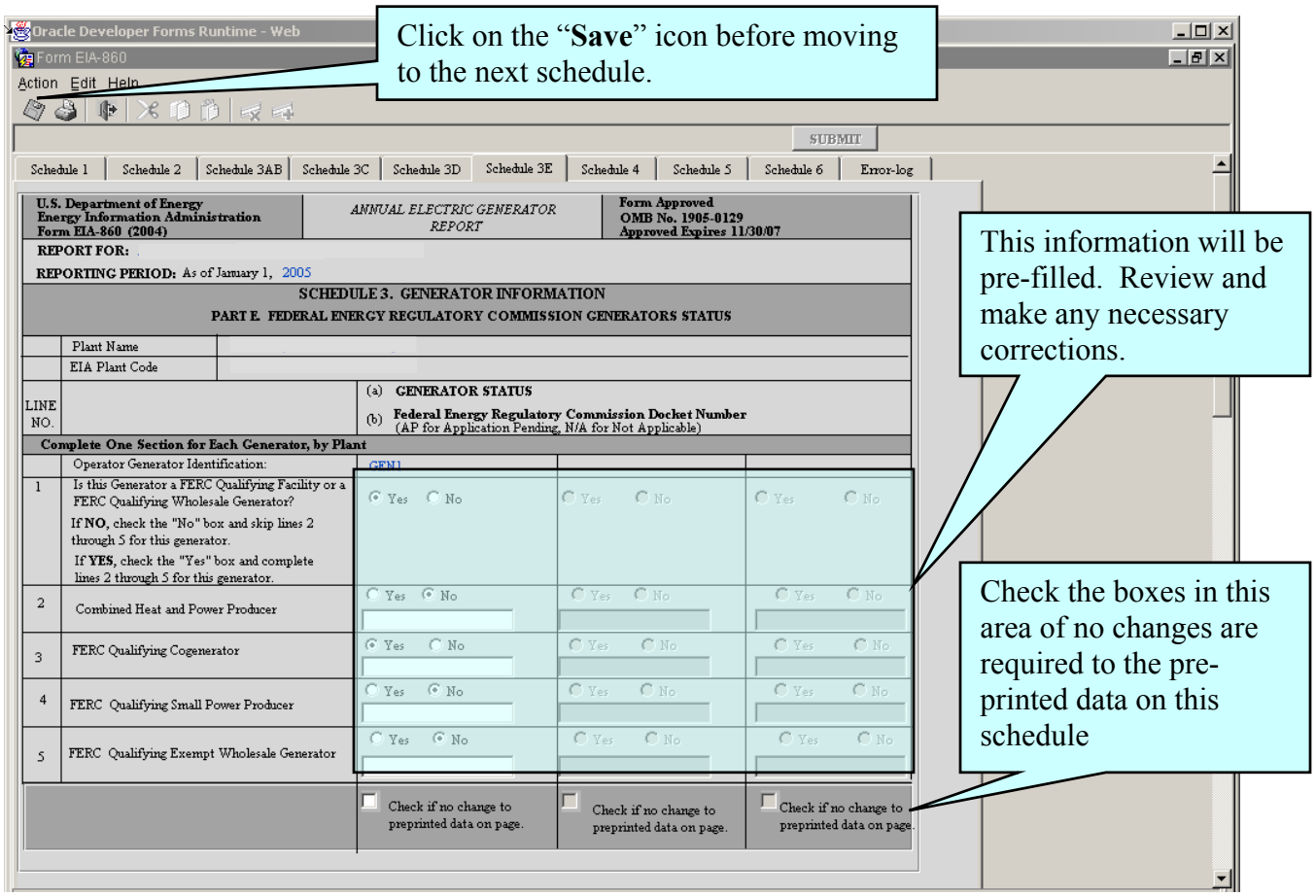
NOTE

For help with specific data elements on this schedule, please refer to the form instructions located by clicking "Help" at the top left portion of the

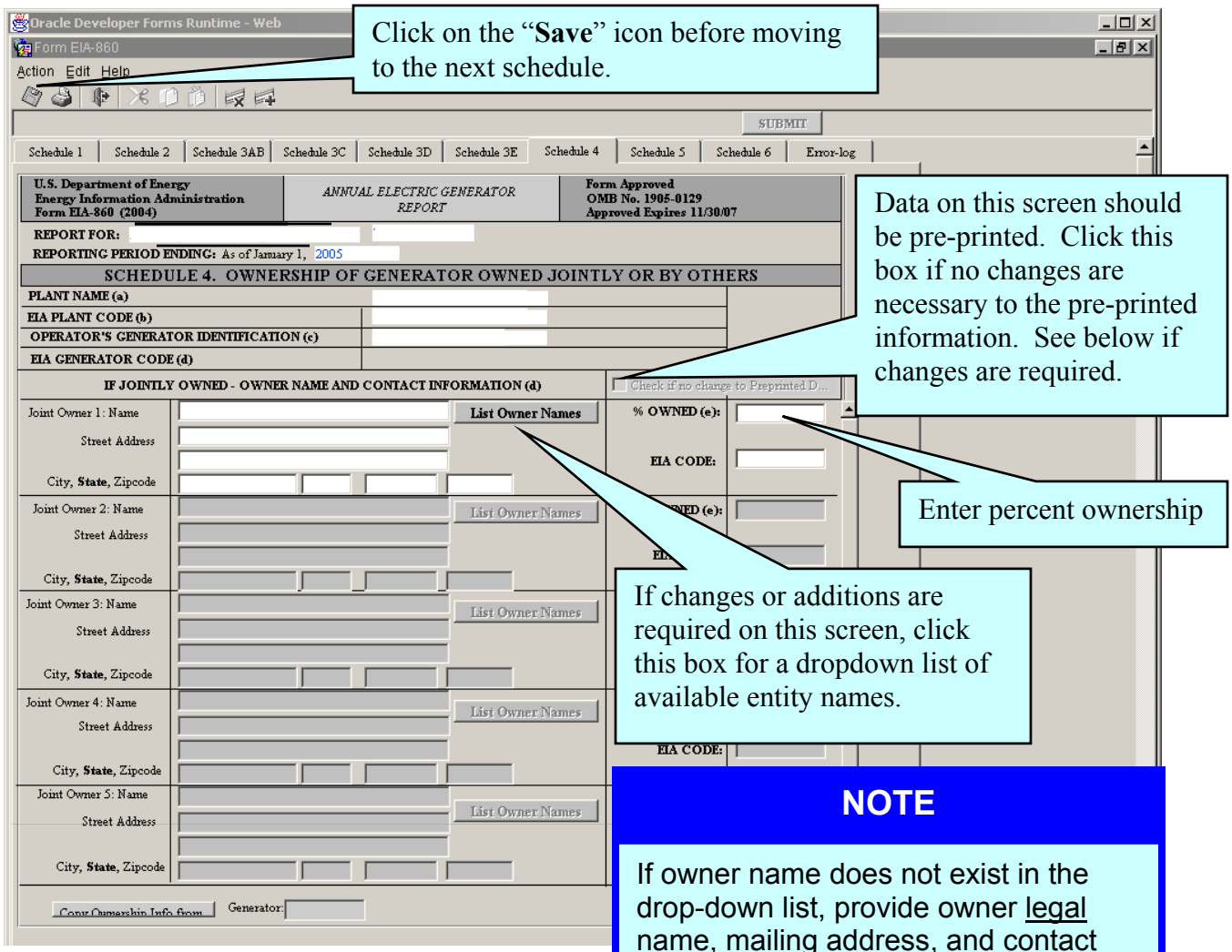
SCHEDULE 3 Part E "FERC Generators Status"

NOTE

Schedule 3, Part E should only be completed for **non-utility qualifying generators that** have **Qualifying Facility Status** with the Federal Energy Regulatory Commission.



SCHEDULE 4
"Ownership of Generator Owned Jointly or by Others"



Click on the "**Save**" icon before moving to the next schedule.

Data on this screen should be pre-printed. Click this box if no changes are necessary to the pre-printed information. See below if changes are required.

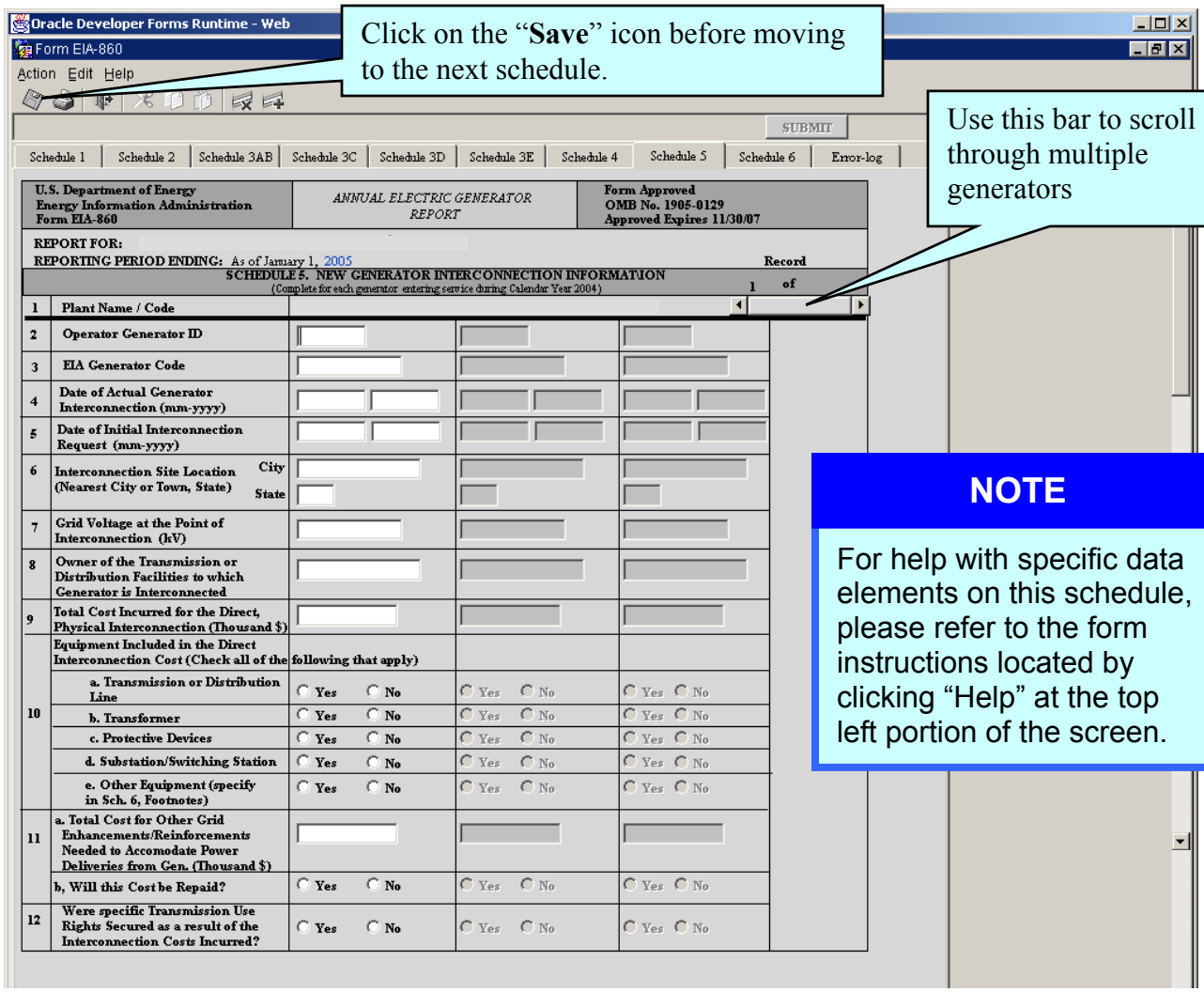
Enter percent ownership

If changes or additions are required on this screen, click this box for a dropdown list of available entity names.

NOTE

If owner name does not exist in the drop-down list, provide owner <u>legal name, mailing address, and contact information</u> in Schedule 6, Footnotes.

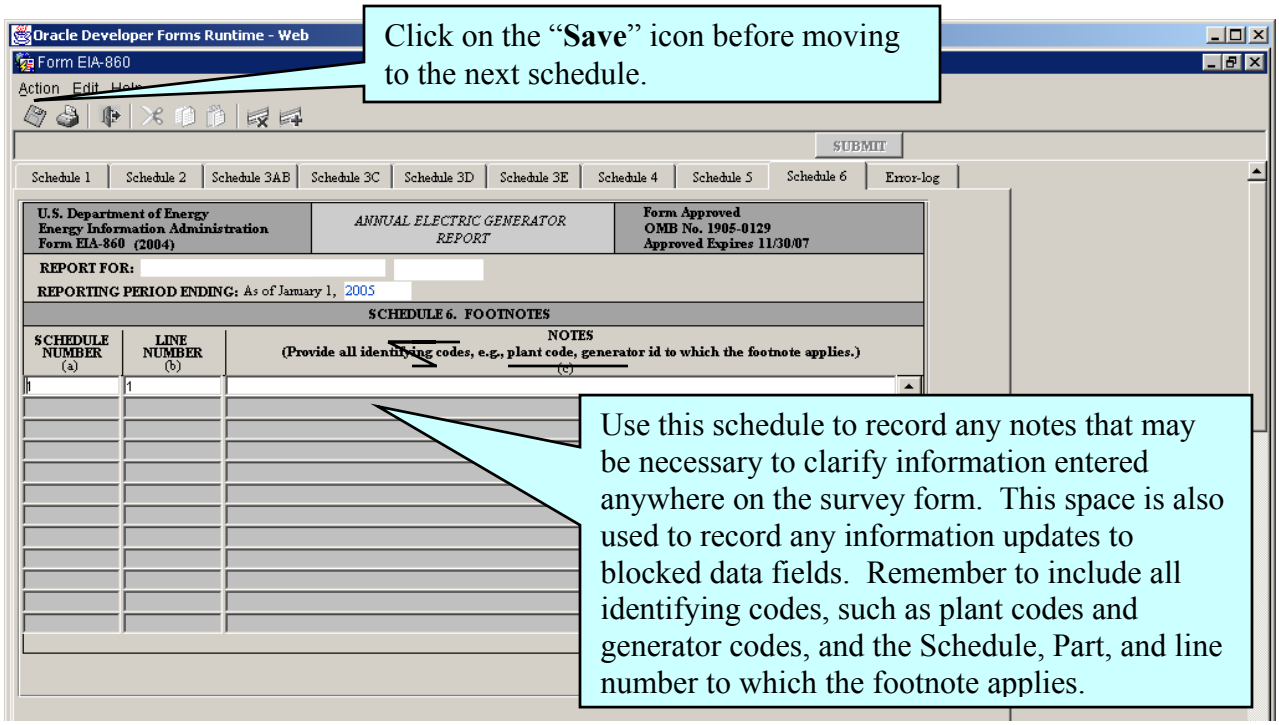
SCHEDULE 5
"New Generator Interconnection Information"



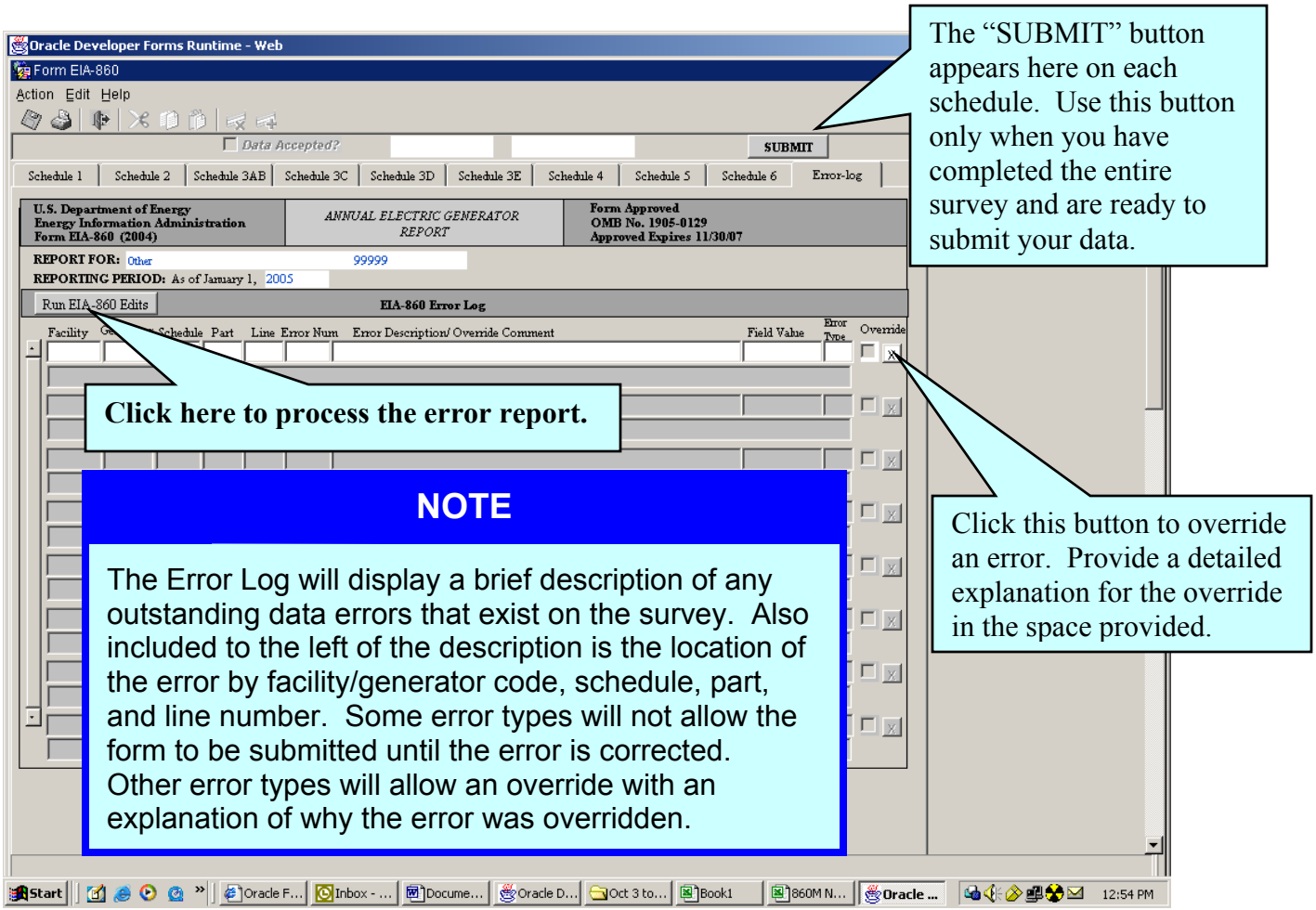
NOTE

For help with specific data elements on this schedule, please refer to the form instructions located by clicking "Help" at the top left portion of the screen.

SCHEDULE 6 "Footnotes"



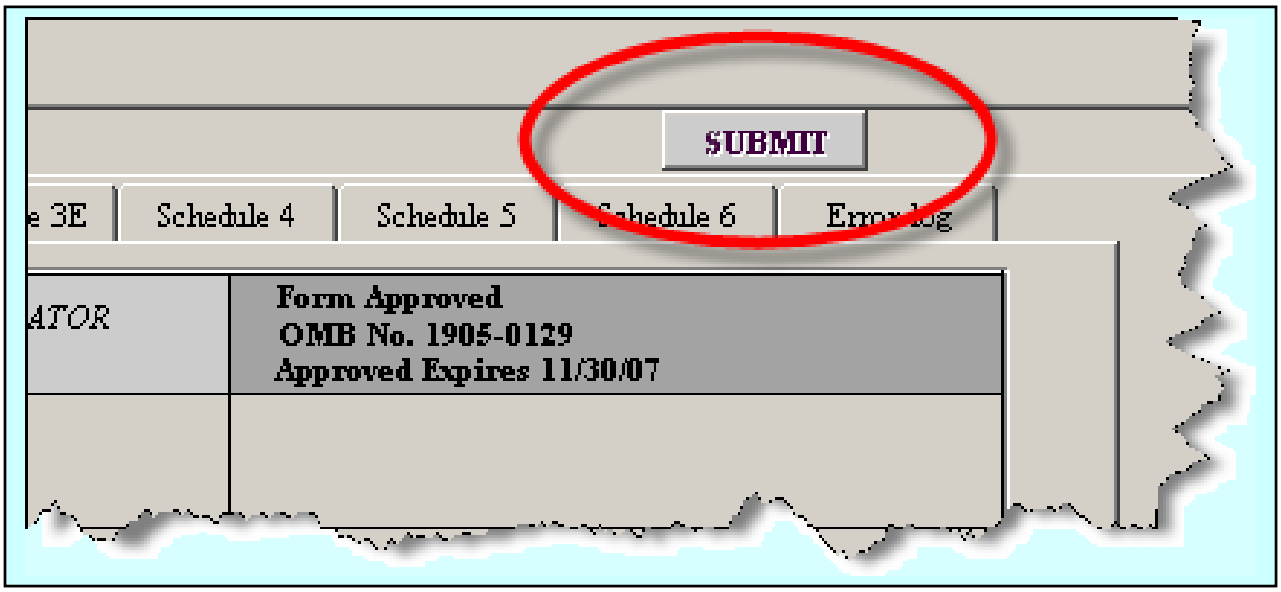
Error Log



NOTE

The Error Log will display a brief description of any outstanding data errors that exist on the survey. Also included to the left of the description is the location of the error by facility/generator code, schedule, part, and line number. Some error types will not allow the form to be submitted until the error is corrected. Other error types will allow an override with an explanation of why the error was overridden.

SUBMITTING YOUR DATA



When you have finished entering data onto the form and all errors on the Error Log have been corrected or overridden, you may submit your data by clicking the "SUBMIT" button located at the upper right portion of any data entry screen. A message will appear confirming your submission. Your data will be sent immediately to EIA for processing. This will complete your EIA-860 Data submission for the current year.